

Call for First Wave of Applications for the Foreign Service Family Reserve Corps (FSFRC)

Summary

The Under Secretary for Management announced, in 16 STATE 49074, the creation of the Foreign Service Family Reserve Corps (FSFRC). Posts are asked to bring to the attention of family members that those who meet the requirements to apply during the first wave as described in para 3 are invited to submit applications as outlined in paras 4 and 5 beginning June 1, 2016. Please note: As we begin this program, initial processing times may be delayed due to the high volume of applications expected and limits on available resources. We expect processing speeds to improve significantly before the next wave. Family Members are not members of the FSFRC until their applications have been processed and they have been notified by HR Shared Services (HRSS).

FSFRC Membership

The FSFRC is a step forward for eligible family members wishing to work in posts overseas. The FSFRC benefits the Department by creating a flexible work force and will streamline processes for family members to enter positions at post quickly, including those positions which require access to classified information. Maintaining membership in the FSFRC allows members to retain the security clearance they have on the basis of their FSFRC membership, as they move from post to post. It will provide greater flexibility and value. Membership in the FSFRC will not, however, increase the number of vacancies available at overseas posts, nor will it guarantee assignments to those jobs. Posts will still select from qualified candidates for those positions that are open, funded, and available. Reftel explained the plan to phase-in the FSFRC over a period of 20-24 months.

First Wave Eligibility

In Wave A beginning **June 1, 2016**, the following family members may apply for or decline membership in the FSFRC:

- A. Those employed at post under a Family Member Appointment (FMA) or Temporary Appointment (TEMP) at the time of application and whose sponsoring employee has an upcoming Transfer Eligibility Date (TED) in Calendar Year (CY) 2016; or
- B. Those working in an FMA or TEMP appointment or in Intermittent No Work Scheduled (INWS) status at the time of application, with a Not to Exceed (NTE) date between June 1, 2016 and December 31, 2016. (Family members can verify their NTE date by referring to Box 5B on their Notification of Personnel Action, Form SF-50 via Employee Self Service (eOPF) or, if without access to OpenNet, by contacting your losing bureau family member employment coordinator (FMEC).); or
- C. Those currently working in a Department of State Civil Service position domestically who are on their sponsoring employee's travel orders (or other agency equivalent) to a post abroad and with a transfer date between June 1, 2016 and December 31, 2016.

Application or Declination Form Submission Process

Family members who meet the above criteria (para 3) must complete either the FSFRC Application Form or the Declination Form, [available through eForms](#) (intranet only). Instructions for completing the FSFRC forms are included on each form. Applicants may complete and submit the appropriate form directly from eForms, along with any required attachments; forms will be routed automatically to HR Shared Services Office (HRSS). Applicants will receive an automatic notification acknowledging submission as well as notification when the application/declination form has been processed.

Employees without access to OpenNet can download a fillable PDF version of the FSFRC forms from the public facing eForms site as follows: [Application Form \(DS-5137-A\)](#) and [FSFRC Declination Form \(DS-5137-D\)](#). Upon completion, submit the form and any required attachments via email to FSFRC@state.gov.

HR Shared Services will process all FSFRC applications, verify applicants' eligibility and will place those who meet all eligibility requirements for the first wave (para 3 above and reftel) into one of three categories, based on Diplomatic Security (DS) verification of their current or most recently held security clearance (see reftel). Time required to complete this process will vary from individual to individual. As we begin this program, initial processing times may be delayed due to the high volume of applications expected and limits on available resources. We expect processing speeds to improve significantly before the next wave. Family members are not members of the FSFRC until their applications have been processed and they have been notified by HRSS. First wave applicants' clearances are more likely to need to be revalidated as they join the FSFRC. Therefore, applicants must provide an email address where they can be reached while in transition and are encouraged to respond quickly to requests for additional documentation.

Regardless of the category at which a family member enters, FSFRC members may later qualify for a different category by completing the following steps:

- A. applying for and being selected for a local assignment at post that requires a higher level clearance than the FSFRC member currently holds; and
- B. completing the required security documents; and
- C. undergoing a security investigation; and
- D. receiving a favorable adjudication by DS for the higher level clearance.

Members will remain in the new FSFRC category until their appointment in the FSFRC terminates or until they are granted a higher level of clearance based on the need for a higher level of access to classified information. Accepting a local assignment that does not require access to classified information or that requires a level lower than the FSFRC member currently holds will not affect the member's current FSFRC category.

Note: FSFRC applicants who do not currently hold a security clearance or who have not previously had a suitability determination will be required to undergo a suitability review per 3 FAM 2150 (Personnel Review Panel (PRP)).

Next Wave

Additional application waves will be announced in subsequent cables. After all applications received during the first three waves have been processed, enrollment will then be opened to all family members who meet

the eligibility requirements to join the FSFRC. The application process during Open Enrollment will be handled through USAJOBS.gov. Open Enrollment will also be announced in advance and will include instructions on how to apply through USAJOBS.gov.

Sources of Additional Information

Additional information on the FSFRC is available on the Family Liaison Office internet site www.state.gov/m/dghr/flo/c71288.htm.